



## Arizona Court of Appeals, Division One

STATE COURTS BUILDING 1501 W. WASHINGTON STREET  
PHOENIX, ARIZONA 85007

### Judicial Law Clerkship with Judge James B. Morse Jr.

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<b>Title:</b>	Law Clerk I	<b>Grade:</b>	Fixed Rate
<b>Reports To:</b>	Judicial Officer	<b>Department:</b>	Judicial Chambers
<b>Exempt Status:</b>	Exempt	<b>Status:</b>	Full-Time (40 hours per week)
<b>Schedule:</b>	Monday-Friday 8 hours per day	<b>Salary:</b>	\$60,170

#### Minimum Requirements:

Must be a law school graduate or a current law school student expecting to graduate **before the employment start date.**

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### EFFECTIVE IMMEDIATELY

The Honorable James B. Morse Jr. is currently accepting clerkship applications and materials from practicing lawyers or recent law school graduates who wish to clerk with the Arizona Court of Appeals, Division One, beginning in August 2023. The first review date will be May 15, 2023; however, interviews may be conducted as applications are received. Applicants are encouraged to submit their application and materials as soon as possible.

#### Position Summary:

The Arizona Court of Appeals, Division One, Law Clerk I position is an exempt salaried position. Under the direction of the Judge, a Law Clerk's primary responsibility is to prepare a pre-draft decision in assigned cases after conferring with the Judge, reviewing the record and briefs, and researching legal issues. This position presents the Law Clerk with an opportunity to work directly with experienced judges and staff lawyers on challenging legal issues, improve writing and analytical skills, and contribute to the law in Arizona.

#### Apply:

To apply, please send your application materials to Jason Brenner, Judge Morse's Judicial Assistant, at [jbrenner@appeals.az.gov](mailto:jbrenner@appeals.az.gov). Please include the following materials in **one combined PDF, not to exceed 15MB**:

- Cover Letter
- Resume
- Law School Transcript
- Writing Sample (no more than five pages; excerpts permitted)
- Two or Three Letters of Recommendation

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#### Essential Functions:

- Analyze the record and legal issues and undertake legal research.
- Draft proposed written decisions.
- Participate in conference, answer judges' questions, and attend oral arguments.
- Access and utilize the Court's case management system.
- Access and utilize SharePoint and Office 365.
- Act as bailiff for oral arguments.
- Law clerks may be given other projects by their judge(s). Such projects may include case law or statutory research, and assistance in handling requests for special action relief.

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- An effective law clerk does whatever is necessary to help the judge work efficiently and productively.
  - Law Clerks have shared administrative responsibilities with the chamber's Judicial Assistant.
  - Law Clerks may be assigned general supervisory responsibilities for externs working in their chambers.
  - Law Clerks are bound by the ethical standards established by the Code of Conduct for Judicial Employees.

**Minimum Education and Experience Requirements:**

- Bachelor's degree (B.A. /B.S.)
- Law degree from an accredited college/university and law school.

**Knowledge, Skills, and Abilities:**

- Knowledge and understanding of law, court procedures, and court systems.
- Ability to work with professionalism in a busy environment.
- High ethical standards: Ability to maintain confidentiality regarding pending court cases and business processes.
- Ability to organize and manage multiple projects simultaneously and changes in responsibilities, duties, and procedures through cross training.
- Superior verbal and written communication skills.
- Superior research (Westlaw, Lexis Nexis, etc.) and analytical skills.
- Initiative, sound judgement, attention to detail, and commitment to accuracy.
- Excellent interpersonal skills.
- Skilled in citation formatting.

**Preferred Education and Experience:**

Prior legal experience, including work as a lawyer, extern, or intern, is a plus. Other professional experience, particularly involving research and writing is preferred.

**Reasoning Ability:**

Ability to apply common sense and understanding to carry out instructions. Ability to deal with complex problems. Ability to apply knowledge and experience to each case using parallels from other cases and deductive reasoning.

**Physical Requirements and Equipment Operations:**

- Prolonged periods of sitting or standing at a desk working on a computer.
- Retrieve boxes and case files from low and high storage areas.
- Lift and move up to 30 pounds.

**Supervisory Responsibility:**

- This position has no direct supervisory responsibility.

*The above statements are intended to describe the general nature and level of work only. They are not intended to be an exhaustive list of all required responsibilities, duties, and skills. Other similar duties may be added, or the description amended at any time.*

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### **Selection Process**

Applicants must be currently authorized to work in the United States on a full-time basis. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The Selection Process may include first and/or second round panel interviews. This is a regular, full-time, non-exempt position.

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### **EEO and ADA Compliance**

*The Court of Appeals, Division One is an Equal Employment Opportunity and Reasonable Accommodation Employer. Everyone is encouraged to apply and compete for jobs. If you require assistance at any stage of the application/exam process or during employment, due to an accessibility issue, please contact the Human Resources Department by phone at (602) 452-6708.*

If you have any questions, please contact the Arizona Court of Appeals, Division One Human Resources office at (602) 452-6708.